

## Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, May 2, 2016

5:30-7:00 pm at the Center

### Attendance

**Present:** Executive Director Allison Colburn; Board Members Kristin Bornholdt-Collins, Kelly French, Paula Holwerda, Jane LeMasurier, Melanie Michel, Julia Rabig, Erin Salcone, Patrick Wheeler, Indah Vibrianty; Tuck Fellows Jim Harig, Morgan Holl; Incoming Tuck Fellows Brian Sheridan, Jenni Smith

**Absent:** Board Members Kate Barlow, Mandy Bean, Tracy Martino-Hsu

**Quorum present?** 9 out of 12 at end of the meeting. (A quorum is present when more than 50% of Board members are present.)

### Minutes

#### 1. Introductions

- Brian and Jenni will be joining the Board as our new Tuck fellows in the fall. Welcome, Brian and Jenni! We look forward to having you on the Board.

#### 2. Approval of April Minutes

- Kelly made a motion, Erin seconded, and the vote was unanimously approved.

#### 3. Director's Report

- Website is back up and running, but Allison still needs to have a few questions answered concerning bandwidth. Webhost will bump us up to the next level at an extra \$15/year.
- There will be a "listening meeting" in Norwich with Bill Hammond to find out if there is an unmet community need for Pre-K. This will be specifically for Norwich families.

#### 4. Update on Teacher Appreciation Week

- Kelly provided lip balm and hand lotion on Monday. Other Board members will provide fruit and snacks throughout the week. On Thursday, Jane will distribute gift cards for lunch at the Norwich Square Cafe, and on Friday Julia will offer a selection of wine to go along with their bonus checks and a sign to say THANK YOU to our wonderful staff!

#### 5. Wine Tasting

- Wednesday June 8th at the Norwich Inn from 5-7pm. We need to purchase 30 tickets ourselves from Dan & Whit's. Tickets are \$15 in advance/\$20 day-of, \$6 of which goes to CCCN. We can advertize broadly. Melanie and Paula will provide the text and posters to send to families and to post around the Center. Melanie will post on the listservs in advance. Lisa will have the tickets for Board members to pick up. We are responsible for the 30 tickets that we buy, so we'll want to sell those first.
- As a nice gesture we could sell tickets at-cost to teachers for \$9, as it will encourage them to attend. Allison can post this to teachers to let them know the Board would like to extend the invitation to join us at the event.

#### 6. June Annual Meeting

- Allison spoke with Shared Services; unfortunately nothing came to fruition. Kelly will speak with *Let's Grow Kids*. Topic: importance of early childcare and education.

- An idea was proposed to move the meeting back one week in order to invite more folks during the Wine Tasting.
- Since the meeting is open to the community, we should post it on the listserv in order to appeal to new families who are looking at sending their children to the Center.
- Content from the Annual meeting could be included in our update "newsletter" to donors that we hope to send out in the summer in order to touch base before the fall appeal. This is a chance to direct people to our website. Perhaps a postcard is the best means for making contact, with a note that asks if they would like to stay "engaged" by providing their email addresses.
- Perhaps we form a committee in order to find email addresses for our past donors. Allison currently collects emails from parents, so with the new database it would be easy to create a column in order to collect these emails for future fundraising purposes.
- Julia will check in with Michelle Tine, a professor from Dartmouth, who might have a connection to Early Childhood education to come and speak.
- Kristin proposed the excellent idea to ask, Marco, the new director at the Montshire to come and speak. Allison will ask him. It would benefit us and be good PR for the Montshire. In addition, we might consider offering a gift certificate to the Montshire store.
- Morgan agreed to provide a brief overview of the Tuck connection with the Board.
- Jane will create a timeline and email it to the Board in order to get the schedule in place two weeks in advance. We should begin the outreach process by the middle of the month.
- Patrick suggested we start with a half-hour to allow people to have food and wine. Planned mingle time! No sitting down until 5:30. Crackers and cheese, fruit, and wine to be offered.

#### 7. Board Recruitment

- Would be best to target individuals who have specific skills. Ideas include: development, financial, web expertise ,  
Put a sign up in the Center about the Board.

#### 8. Tuck Business & Society

- Allwin Community Outreach day -- Patrick has come up with an idea to use the Tuck students to work on the Center's fundraising as a case study. It's free! They will provide three hours of research, analysis, and ideas on this issue. It could be more efficient to have our meeting at Tuck, but it would be good for the students to come to the center for a tour. Patrick will make the proposal. Great idea!

#### 9. Approval of the Budget

- Erin made a motion to approve, Kristin seconded, and the vote was unanimously approved.

#### 9. Adjournment

- Meeting was adjourned.

#### **Upcoming Meeting Dates all 5:30pm at the Center**

- June 6, 2016 (Annual Corporation Meeting)